



United States Embassy La Paz, Bolivia

CONSULAR SECTION

Avenida Arce 2780 between calles Campos and Cordero

Webpage: <http://bolivia.usembassy.gov>

Email: consularlapaz@state.gov

DOMESTIC EMPLOYEES (B-1) OF FOREIGN NATIONALS IN NON-IMMIGRANT STATUS

Applicants in this visa category visas must follow the **general procedures** and provide the **general documentation**, as detailed below.

The following are **additional** requirements for this type of visa:

REQUIREMENTS EMPLOYER MUST MEET:

The employer must satisfy the consular officer that he or she:

- (1) is in B, E, F, H, I, J, L, M, O, P, or Q non-immigrant status if already in the United States.
- (2) has (a) employed the personal or domestic employee abroad for at least one year prior to the date of the employer's admission to the United States; or has (b) regularly employed (either year-round or seasonally) personal or domestic employees over a period of several years preceding the domestic employee's visa application for a non-immigrant B-1 visa.
- (3) will (a) be the only employer of the domestic employee in the U.S.; will (b) provide the employee minimum or prevailing wages, whichever is greater, and *room and board at no cost* under the terms of the employment contract.
- (4) will pay the personal or domestic employee's initial travel expenses to the United States, and subsequently to the employer's onward assignment, or to the employee's country of normal residence at the termination of the assignment.

REQUIREMENTS FOR THE DOMESTIC EMPLOYEE:

The domestic employee:

- (1) must satisfy the consular officer that she or he has a residence abroad which he or she has no intention of abandoning (even if the employer is in a non-immigrant status which does not require such a showing). (see **General Documents** below)
- (2) must demonstrate at least one year of experience as a personal or domestic employee (usually by producing statements from employers).

EMPLOYMENT CONTRACT:

An employment contract in English is required, with a copy prepared in the language of the domestic employee. A copy of the contract, *signed and dated by both the employer and the domestic employee*, must be presented at the time of visa interview (and at the port of entry if the visa is issued). In addition to any clauses allowed by the labor laws of the U.S. state or local jurisdiction, for visa adjudication purposes the contract may contain a guarantee from the employer that, in addition to provision (4) above under "Requirements for the Employer," the employer will pay the employee the minimum or prevailing wages, whichever is greater for an eight-hour workday; and any other benefits normally required for domestic workers in the U.S. locality of employment; and that the employer will give the domestic employee at least two weeks notice to terminate the employment. The contract must also state that the employee need not give more than two weeks notice to the employer to terminate employment.

GENERAL PROCEDURES:

1. Request an appointment for an interview with the Consular Section via any DHL Courier Worldwide Express office in Bolivia. The following documents must be submitted:
 - **Interview request form** (available at DHL)
 - **Non-Immigrant Visa Application Form DS-156**. As the form is a sworn statement, all questions should be answered. A separate form must be filled out for every person traveling, including children. The Form is available [online](http://evisaforms.state.gov/) at <http://evisaforms.state.gov/>, at DHL, at the US Embassy in La Paz, and at the Consular Agencies in Santa Cruz and Cochabamba. Applicants are encouraged to complete and print out Form **DS-156** online. If using the online form all questions should be filled out before printing the form.
 - **Supplementary Non-Immigrant Visa Application Form DS-157** only for men between the ages of 16 and 45 (available [online](http://www.state.gov/documents/organization/7769.pdf) at <http://www.state.gov/documents/organization/7769.pdf>, at DHL, at the US Embassy in La Paz, and at the Consular Agencies in Santa Cruz and Cochabamba)
 - **Receipt for the \$100 visa application fee** (to be paid at any BISA Bank office)
 - **One 5 x 5 cm. (2 x 2 inch) photograph** taken within the last six months. The photograph should be non-glossy, have a white background, and be of good quality. The photo must be facing forward and only the face should be visible. Both color and black and white photographs are accepted.
 - **Photocopy passport page** with picture and biographical information.
2. The applicant will be mailed notification via DHL regarding the date of the interview. All documents will be returned to the applicant at this time.
3. On the day of the interview, the applicant must bring all documents returned to him or her by DHL, his or her valid passport, and any other documents that prove the applicant's social, economic and family ties that compel him or her to return to Bolivia (see **General Documentation** below).

GENERAL DOCUMENTATION:

Required documents:

1. **Passport** valid for at least six months and in good condition.
2. **Non-Immigrant Visa Application Form DS-156**.
3. **Supplementary Non-Immigrant Visa Application Form DS-157** only for male applicants from 16 to 45 years of age
4. **One 5 x 5 cm (2 x 2 inch) photograph** of the applicant.

Suggested documents:

1. Job letter stating position, tenure with the company, salary, etc.
2. Pay stubs or paychecks for the last six months.
3. If you work independently, your RUC and tax payments for the last six months.
4. If you are studying, a letter or certificate from the school stating that you are currently enrolled and the length of time you have been enrolled.
5. Most recent tax payments on any land or property owned or, if renting property, the rental agreement.
6. Bank documents from the last six months. This can include bank statements from checking or savings accounts, investments, certificates of deposit, etc.
7. Previous passports and visas. Current and previous passports and visas of your spouse and family members.
8. Certificates of birth, marriage, divorce and death, if corresponding.
9. Correspondence regarding the purpose of your travel.

For information regarding DHL in Bolivia, please click [here](#).

For information regarding Banco Bisa in Bolivia, please click [here](#).

For suggestions on what you should bring to the interview, please click [here](#).

For answers to Frequently Asked Questions Regarding Non-Immigrant Visas, please click [here](#).

For answers to specific questions, please e-mail us at consularlapaz@state.gov.